

Preferred Order for RET / D-RET Packet

- IV-E Eligibility Checklist for each adult household members (CS-0687)
- Home Study or Reassessment Form (CS-0692)
- POPS or SAFE Assessment (Tool only-Initial)
- Approval Letter

After the Approval Letter The following documents should be **sorted by household member**:

- ❖ Local Law Enforcement Check (all legal names – initial; **current legal name – re-assessments**)
- ❖ National Sex Offender Check (Result Only)
- ❖ Abuse Registry Check (Result Only)
- ❖ DCS check (Initial Assessment only except if a Child in the household has become an Adult since the last Assessment)
- ❖ Out-Of-State Abuse/Neglect Check (Initial Only if applicable)
- ❖ Fingerprints (Initial Assessment only)
- ❖ If there are convictions, add dispositions (Felony or Misdemeanor) and any required criminal waivers

Then the final items:

- All **Final** TN KEY Certificates for all applicable adults (Initial Assessment only)
- Any Additional Extension Forms